

BOARD OF COMMISSIONERS MEETING

May 21, 2014

Minutes

The Board of Commissioners for the Rockville Housing Enterprises met in Open Session on April 16, 2014 at the administrative office for Rockville Housing Enterprises 621 A Southlawn Lane, Rockville, MD 20850

PRESENT

Chair Edward Duffy
Commissioner Steve Marr
Commissioner Rae Pearl Canizares
Commissioner Susan Krimer

EXCUSED

Vice Chair Henry Battle

IN ATTENDANCE

Councilwoman Virginia Onley
Ms. Jessica Anderson, Executive Director
Ms. Stacy Brooks, Director of Housing Programs
Ms. Erin Wilson, City of Rockville Liaison
Ms. Mary E. Jones, Clerk

GUEST

Mr. Joe Jordon

Chair Edward Duffy called the meeting to order at 6:30 p.m.

6:30 P.M.

Chair Duffy extended his welcome to the new Board Members and congratulated them on their appointment

1. CONSENT ITEMS:

Chair Duffy offered that the minutes would be tabled due to the lack of a quorum from the April 16, 2014 meeting. Chair Duffy did offer one correction to clarify that the use for the Hostess Bakery site at Taft and First Street was not approved but had been proposed as a storage facility.

2. CITIZENS FORUM:

Chair Duffy recognized Mr. Joe Jordon. Mr. Jordon spoke to the Board regarding his concerns about timely information reaching the Mayor & Council.

3. INFORMATION EXCHANGE: Executive Director's Report

- Director Anderson reported that she had participated in the Lincoln Park Civic Association Meeting on April 12, 2014.
- The Five Year Plan meeting for residents was held on April 14, 2014, with 33 residents attended.
- Presented the Rental Assistance Demonstration (RAD) Program at the City Council meeting on April 28, 2014
- Participated in the monthly Fireside Park Management meeting on April 16, 2014
- Met with City Council members and the Mayor individually, to explain the RAD program
- Six proposals were submitted for the Request For Proposals (RFP) for Physical Conditions Assessment (PCA) and interviews were held with the top two respondents on April 25, 2014. The interviews resulted in EMG being selected.
- Approval for RAD was received by Mayor and Council on May 12, 2014
- A Landlord Symposium was held on May 15, 2014. We are hoping that the word spreads regarding the wealth of information for landlords. Chair Duffy noted his attendance and offered his praise for the presentation and content. Discussion of future presentations followed.
- A Community Development Block Grant (CDBG) site visit was conducted by the City of Rockville on May 15, 2014.
- Mr. Gregory Jones was hired as a Maintenance Technician. Mr. Jones has a long career in property maintenance and is a welcome addition to the department.
- Ms. Crystal Gorham was hired to fill the vacancy for the Front Desk Clerk created due to the promotion of Ms. Julie Jones to Housing Choice Voucher Case Manager.
- Ms. Tosha Dyson has transitioned to full time FSS coordinator.
- The Significant Amendment to the 5 year plan which noted the decision to implement Project Based Rental Assistance for the RAD conversion was submitted to HUD April 28, 2014.
- Legal Services for RAD was awarded to Ballard Spahr Ingersoll & Andrews based on the review of their experience with RAD. Commissioner Steve Marr remarked on a number of successful past experiences with this firm.
- RHE is moving forward working with the Tenmast software company to ensure the RHE infrastructure will be able to communicate with the HUD Office of Multi-Family reporting system TRACS.
- The Family Self Sufficiency (FSS) Program has 22 participants enrolled during the month of April. The Public Housing FSS program has 15 participants enrolled.
- Family Fun Night was held April 11, 2014. Nine (9) children attended.
- FSS Coordinator, Tosha Dyson attended the Talk with a Teen Girl Conference was hosted by Crittenden with a round table discussion for teenage mothers.
- A mentoring group for Young Girls met. The age group attending was 8-10 years old. Conflict resolution was the topic for the evening.

- Planning is underway for Fathers Day activity on June 13, 2014. National Night Out planning has also started.
- New Partnerships are underway to provide resources for food and other essentials.
- There were 12 new move-ins during the month of April at Fireside Park all were in the 60% AMI category.
- The Audit Report and Annual Report for RELP One were submitted to HOC.
- Discussion regarding Tenant Accounts Receivables ensued. The eviction process from delinquency to eviction was discussed.
- RHE has met the City of Rockville and Montgomery County affordable unit occupancy requirements for Fireside Park.

4. City of Rockville Reports – Erin Wilson

- Ms. Wilson reported that the annual process for CDBG funding is beginning.

5. COMMISSIONER COMMENTS:

- Training for Commissioners was discussed and the recommendation to take the training on line or in a seminar was presented. Chair Duffy has recently taken the training for Commissioners on line and felt that valuable information was put forth on the expectations for Commissioners. There are other Housing Authority Board of Commissioners seminars available offered by NAHRO and MAHRA
- The audit report for the agency was discussed and Director Anderson stated that she felt the most important part was to remember that the information is now 6 months old and we have moved forward in the direction of tighter controls. The findings have all been addressed and the corrective action plans are in place.
- Commissioner Marr remarked that everyone hopes for a clean audit, and we will become even more vigilant about all financial matters. A different fee accountant will go a long way toward closer scrutiny of our processes.

6. ADJOURN AND ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONELL MATTERS:

- A motion was offered by Commissioner Steve Marr. A second was offered by Commissioner Susan Krimmer. All voted aye.

7. RECALL:

Chair Edward Duffy recalled the regular session to order.

- A motion was made to outsource the accounting functions, abolish the position of “Finance Director” and maintain a bookkeeper on staff to work with the out sourced accounting firm. The motion was made by Commissioner Marr, the motion was seconded by Commissioner Canezares; all voted Aye.

8. ADJOURN:

- There being no further business to come before the Board Chair Duffy called for a motion to adjourn. Commissioner Marr offered a motion to adjourn. Commissioner Canizares offered a second. All present voted aye.